

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, MARCH 21, 2018**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, March 21, 2018, at 7:04 p.m. at the Willmar City Offices Conference Room #1.

**\*\* Members Present:** Steve Gardner, Jeff Kimpling, Terry Sieck, Cletus Frank, Dr. Jerry Kjergaard, and Jonathan Marchand.

**\*\* Members Absent:** Rolf Standfuss, Terry VanVeldhuizen, and Margaret Fleck.

**\*\* Others Present:** Bruce Peterson - Director of Planning and Development Services, Sarah Anderson – Planner, Judy Eng – Willmar, MN, Gene Platt – Willmar, MN.

2. MINUTES: Minutes of the March 7, 2018 meeting were approved as presented.

3. TRENTWOOD ESTATES FOURTH ADDITION PRELIMINARY/FINAL PLAT – FILE NO. 18-01: The public hearing opened at 7:05 p.m. Staff presented the preliminary and final plat on behalf of Erickson Land Company of Willmar of a replat of property described as follows: Lots 12-30, Block 1, Trentwood Estates Second Addition. This replat creates larger lot sizes to allow for single family homes instead of twin homes as originally platted. Gene Platt of Willmar, MN spoke in favor of the plat, as it would allow the continued sale of land and enhancement of the area. He also mentioned the trend of single family home development in this area. Judy Eng of Willmar, MN was also present, representing her mother who currently lives in Trentwood Estates.

No one else appeared to speak for or against the request and the public hearing closed at 7:09 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A). The Commission added a third condition to the approval of the plat that all utility movement and work would be at the owner's expense. Due to the limited number of conditions, staff requested both the preliminary and final plat be approved.

Mr. Kimpling made a motion, seconded by Mr. Frank to approve the preliminary and final plat with the following conditions:

- A. A 6' utility easement shall be added along all side/interior lot lines.
- B. PUD amendment conditional use permit is approved.
- C. Any utility movement or additional work shall be at owner's expense.

The motion carried.

4. TRENTWOOD ESTATES FOURTH ADDITION PUD AMENDMENT CUP – FILE NO. 18-01: The public hearing opened at 7:12 p.m. Staff presented a conditional use permit request on behalf of Erickson Land Company of Willmar to amend a PUD on property described as follows: Lots 12-30, Block 1, Trentwood Estates Second Addition. The original PUD, approved in 2004, allowed for twin family homes, and the amendment would allow for single family homes. This is a decrease in intensity of use. Judy Eng asked for clarification about lot size. Staff informed that the lot sizes will increase to allow the single family homes.

No one else appeared to speak for or against the request and the public hearing closed at 7:15.

The Planning Commission reviewed and discussed staff comments (see Attachment A). The Commission added a second condition that design standards shall be the same as Trentwood Estates and Trentwood Estates Second Addition.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Mr. Frank made a motion, seconded by Mr. Marchand, to approve the conditional use permit with the following conditions:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.
- B. The same standards for Trentwood Estates and Trentwood Estates Second Addition shall be used for architectural appearance, design, and function of the use to conform with the surrounding built environment.

The motion carried.

5. LYDIA J PHOTOGRAPHY HOME OCCUPATION CUP – FILE NO. 18-02: The public hearing opened at 7:17. Staff presented a conditional use permit request on behalf of Lydia Jorgenson of Lydia J Photography, Willmar, MN, to allow a home occupation on property described as follows: Lot 11, Block 1, Dana Heights (1205 Dana Dr SE). Clients are booked by appointment only, the applicant will be the sole employee, adequate off-street parking is available, and the business will take place within the home.

No one appeared to speak for or against the request and the public hearing closed at 7:21.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

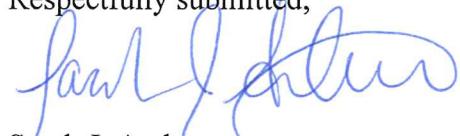
The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Mr. Kjergaard made a motion, seconded by Mr. Marchand, to approve the conditional use permit with the following conditions:

A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

6. MISC – AGENDA DISTRIBUTION: Staff inquired if mailing or emailing meeting agendas was better for the Commission. The Commission came to a consensus that emailing was best, and any plats or maps would be best distributed at the meetings, with a preliminary version sent with agendas.
7. There being no further business to come before the Commission the meeting adjourned at 7:29 p.m.

Respectfully submitted,



Sarah J. Anderson  
Planner

**PLANNING COMMISSION – MARCH 21, 2018**

**STAFF COMMENTS**

**1. TRENTWOOD ESTATES FOURTH ADDITION PRELIMINARY PLAT – FILE NO. 18-01:**

- The applicant is Warren Erickson of Erickson Land Company of Willmar.
- The applicant is requesting a replat for several vacant lots currently platted for twin homes to allow for single family homes on property described as: Lots 12-30, Block 1, Trentwood Estates Second Addition.
- The parcels front Shady Lane and are accessed via this same private road.
- The parcels are zoned R-2 (One- and Two-Family Residential).
- Setbacks are consistent with a variance granted in 2005 for alternative setback requirements.
- There are existing 6' utility easements along the rear and 15' utility easements along the front of each lot.
- All lots meet the minimum density and lot size under PUD standards.
- The applicant has also submitted a conditional use permit for an amendment to the originally PUD approved in 2004 for twin homes to allow for single family homes.

**Fire Chief/Marshal Comments:** It appears that this area meets current fire service needs. This may change when building plans are submitted.

**Engineering/Public Works Comments:** All street and utility infrastructure was paid for and installed by developer in 2005 and is considered private. Sanitary sewer is available, and site drainage is ok.

**MUC Comments:** It is standard practice to request a 6' easement along all lot lines – retain 15' easement along front. The new position of lots places transformers and pedestal in front of the well off the property corners. Movement will be at the owner's expense.

Water services will not line up with all the lots and there will be some unused services. The City does not require removing the unused services as this is a private street.

**RECOMMENDATION:** Approve the preliminary plat with the following condition:

- A. A 6' utility easement shall be added along all side/interior lot lines.
- B. PUD amendment conditional use permit is approved.

**2. TRENTWOOD ESTATES PUD AMENDMENT CONDITIONAL USE PERMIT - FILE NO. 18-01:**

- The applicant is Warren Erickson of Erickson Land Company of Willmar.
- The applicant is requesting a conditional use permit for a PUD amendment to allow for single family homes on property described as: Lots 12-30, Block 1, Trentwood Estates Second Addition.
- The original PUD, approved in 2004, allowed for twin family homes.
- The parcels are zoned R-2 (One- and Two-Family Residential).
- The parcels front Shady Lane and are accessed via this same private road.
- Setbacks are consistent with a variance granted in 2005 for alternative setback requirements.

- All lots meet the minimum density and lot size under the PUD standards.
- The same standards for Trentwood Estates and Trentwood Estates Second Addition will be used for architectural appearance, design, and function of the use to conform with the surrounding built environment.

RECOMMENDATION: Approve the conditional use permit with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

3. LYDIA J PHOTOGRAPHY HOME OCCUPATION CONDITIONAL USE PERMIT - FILE NO. 18-02:

- The applicant is Lydia Jorgenson of Lydia J. Photography, Willmar, MN.
- The applicant is requesting a conditional use permit to allow a home occupation for a photography business on property legally described as: Lot 11, Block 1, Dana Heights.
- The parcel is zoned R-2 (One- and Two- Family Residential).
- The parcel fronts Dana Dr SE, and is accessed via this same road.
- About 4-8 clients will visit the photography studio every month; no more than one client will be at the home at a time.
- The applicant will be the sole employee, off street parking is available in the driveway, business will take place within the home, and no exterior storage will occur of business related items.
- Sign permits are ancillary from the CUP. Signs are limited to 2 sq. ft. in size and require a sign permit.
- There will be no changes in the appearance of the house.
- Hours of Operation?
- Deliveries?

RECOMMENDATION: Approve the conditional use permit with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.